



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: September 21, 2016

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement September 26, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Friday, October 7, 2016**. Applicants will not be accepted after that time and date.

NOTE: Official college transcripts must be included with application. Applicants possessing an Engineer Intern License must also include a copy with application. Applicants not submitting these documents by the posting deadline will not be considered for employment. Please include IPR number on the application. Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Jennifer Sunderland or Denise Hamilton at 217/782-5594.

CET (3 pos)

Studies and Plans Civil Engineer Trainee
Region 3/District 5/Program Development
Office of Highways Project Implementation
Paris

Attachments
41274

*IDOT considers official college transcripts to be original embossed transcripts in a sealed envelope from the university/college or in PDF format sent from the university/college directly to the Bureau of Personnel Management.

Technical Applications (PM 1080 rev 9/19/16) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov by **Friday, October 7, 2016, 4:30 p.m.** Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: Official college transcripts must be included with application. Applicants possessing an Engineer Intern License must also include a copy with application. Applicants not submitting these documents by the posting deadline will not be considered for employment. Please include IPR number on the application. Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification: Civil Engineer Trainee (3 POSITIONS)

Salary Range: \$4,275 - \$4,655

Position Title: Studies & Plans Civil Engineer Trainee

Union Position: ☒ Yes ☐ No

Position Number: PW110-23-55-303-10-01

IPR#: 41274

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation/Region 3/District 5/Bureau of Program Development/13473 IL Hwy 133 W, Paris, IL

Description Of Duties:

This position is accountable for assisting the squad in the preparation of exhibits, reports and plan sheets and documents for highway and bridge improvements by performing planning and design tasks.

Special Qualifications:

Required:

- Bachelor of Science in Civil Engineering from an ABET accredited university prior to date of employment or be a Licensed Engineer Intern in the State of Illinois (includes those expecting to graduate in winter 2016/spring 2017)
- Minimum 2.5 cumulative GPA in engineering related courses (If GPA is between a 2.00-2.50, candidate must have passed Fundamentals of Engineering Exam)
- Official college transcripts must be included with application. (Official transcripts indicating graduation date for winter 2016/spring 2017 graduates must be provided at time of hire.)
- Valid driver's license
- Occasional overnight travel; and overtime

Desired:

- Strong oral and written communication skills

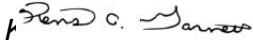
Shift/Remarks:

Typically 8:00 am – 4:30 pm / Monday - Friday

THIS IS AN ENTRY-LEVEL POSITION

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**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	September 15, 2015	POSITION:	Studies & Plans Civil Engineer Trainee
APPROVED BY:		OFFICE/DIVISION:	Highways/R 3 D 5/Program Development
CODE:	PW110-23-55-303-10-01	REPORTS TO:	Studies & Plans Squad Leader

Position Purpose

This position is accountable for assisting the squad in the preparation of exhibits, reports and plan sheets and documents for highway and bridge improvements by performing planning and design tasks.

Dimensions

Project Studies:	1-20 annually
Contract Plans:	1-20 annually
	\$2,000,000 to \$20,000,000 in contract value
Public Meetings	1-2 annually

Nature and Scope

This position reports to the Studies & Plans Squad Leader as do the Studies & Plans Civil Engineers and Studies & Plans Technicians. There are no subordinates reporting to this position.

The incumbent is a member of an interdisciplinary study team which is responsible for highway projects from initial planning work through preparation of contract plans and specifications. This function primarily involves tasks assigned by the Squad Leader which may include preparation of exhibits and maps, completing data collection; the completion of project reports; computer aided design and drafting of typical cross sections, plan and profile sheets, special details and cross sections; calculation of earth work and other pay item quantities, and checking of quantity calculations and other duties as assigned.

Typical problems encountered by the incumbent include ensuring that details and exhibits are in compliance with prescribed standards and specifications. The incumbent's greatest challenge is to ensure the exhibits and plans sheets are clear, concise and completed in a timely manner.

Functions personally performed by the incumbent include gathering of data for project studies and reports; determinations of construction limits; calculation of quantities; drafting of special design details; preparation of exhibits and maps required for internal meetings with the public and other agencies; and original calculation and checking of earth work and other quantities.

This incumbent must perform his/her duties in accordance with the guidelines of the AASHTO Design Manual, the IDOT Policy and Procedures Manual, and the design policies and procedures. This position has sufficient latitude to accomplish prescribed objectives with a minimum of supervision. Assignments requiring deviation from generally accepted standards will normally require input from the Squad Leader.

This incumbent has frequent contact with his/her Squad Leader. There are occasional contacts outside the squad for the purpose of obtaining information pertaining to specific problems. On occasion the position may require overtime and overnight travel.

The effectiveness of this position is measured by the quality, quantity and timeliness of completion of the assigned tasks.

Principal Accountabilities

1. Prepares timely, cost effective, accurate Studies & Plans documents in accordance with IDOT policies, procedures, design standards, and specifications as assigned by the Squad Leader
2. Participates in meetings with the public and public officials as assigned by the Squad Leader. Provides courteous, timely, and professional input.
3. Learns and recognizes need for coordination with other units in Program Development and other Bureaus within the District.
4. Uses work experience as an opportunity to learn IDOT policy, procedures, standards, and specifications. Provides input and suggestions for policies, procedures, plan details, specifications, and other recurring documents.
5. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
6. Performs other duties as assigned.